



**Summary Action Minutes**  
**ALAMEDA COUNTY**  
**CIVIL SERVICE COMMISSION**

**WEDNESDAY, JUNE 28, 2023, 4:00 P.M.**

**Lakeside Plaza Building - 1401 Lakeside Drive, Room 201, Oakland CA**  
**Remote/Teleconference Location: 4501 Pleasanton Avenue, Pleasanton, CA**

**IN-PERSON PARTICIPATION:** These meeting sites are open to the public. Written public comment may be submitted by email to [Nina.Hinton3@acgov.org](mailto:Nina.Hinton3@acgov.org) prior to the beginning of the meeting. Spoken public comments will be accepted in-person and remotely. In compliance with the Americans with Disabilities Act and the Brown Act, those requiring accommodations for the meeting should notify the Commission Secretary at (510) 272-6435 or [Nina.Hinton3@acgov.org](mailto:Nina.Hinton3@acgov.org) at least 24 hours prior to the meeting.

**REMOTE/TELECONFERENCE PARTICIPATION:** Members of the public may observe and participate in meetings remotely by joining the live stream at <https://us06web.zoom.us/j/88583243363> and by following the instructions in the Teleconferencing Guidelines posted on-line at <http://www.acgov.org/hrs/csc/calendar.htm>.

Commissioner Arlene Lum, President  
 Commissioner Ross Peterson, Vice-President  
 Commissioner Barbara Luna (*Excused*)  
 Commissioner Monica Lee

Sam Gee, Interim Secretary to Civil Service Commission  
 Andrea Weddle, Chief Assistant County Counsel

<b>I. CALLED TO ORDER</b>	
<b>II. APPROVED THE MINUTES OF JUNE 14, 2023, AS MAILED</b>	<b>3-0</b>
<b>III. PUBLIC COMMENTS</b>	<b>None</b>
<b>IV. APPROVED CONSENT MATTERS (Pages 2 – 4)</b> The original Motion to approve Consent Matters was rescinded to include the following correction: Regarding Item IV.H. Reclassify Positions, Item #2: Change “21-41428” to “23-41428”	<b>3-0</b>
<b>V. COMMUNICATION(S)</b>	<b>None</b>
<b>VI. APPEALS (Non-Disciplinary Matters)</b>	<b>None</b>
<b>VII. CLOSED SESSION</b>	<b>None</b>
1. <b>Public Employment pursuant to Government Code §54957:</b>	<b>None</b>
2. <b>Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957:</b>	<b>None</b>
3. <b>Conference with Legal Counsel – Potential Litigation:</b> Significant exposure to litigation pursuant to Subdivision (B) of Government Code §54956.9	<b>None</b>
<b>VIII. COUNTY COUNSEL REPORT ON ACTION TAKEN IN CLOSED SESSION</b>	<b>No Action</b>
<b>IX. CIVIL SERVICE COMMISSION (“CSC”) OR DIRECTOR REMARKS</b>	<b>None</b>
<b>X. ADJOURNMENT</b>	<b>3-0</b>

**IV. CONSENT MATTERS** **APPROVED**

**A. Hearing Calendar** **None**

**B. Reinstatement Request(s).**  
 Recommend approving the following:

Name	Classification Title	Agency/Department
1. Michael Anolin	Financial Specialist II	Human Resource Services Department
2. Nurjehan Aysha De Leon	Social Worker II	Social Services Agency
3. Laniana Lewaseni	Administrative Specialist II	Health Care Services Agency
4. Sidaf Nazir	Probation Specialist	Probation Department
5. Nicole Smith	Customer Service Representative, DCSS	Department of Child Support Services
6. Chantha Vater	Supervising Clerk I	Probation Department
7. Teena Whitmer	Hazardous Materials Specialist	Health Care Services Agency

**C. Voluntary Demotions.** **None**

**D. Comparable Transfer(s).** **None**

**E. Transfer CSC (Rule 1732).** **None**

**F. Examination (“Exam”) Actions.**  
 Recommend approving the following:

**1. Promotional Assembled**

	Classification Title	Open Date	Last Day to File
1.	Deputy Director, Public Works	6/2/23	7/7/23
2.	Administrative Associate, CAO	6/14/23	7/10/23

**2. Open Assembled**

	Classification Title	Open Date	Last Day to File
3.	Public Health Investigator	6/9/23	7/5/23
4.	Supervising Clerk I	6/9/23	7/3/23
5.	Building Maintenance Laborer	6/12/23	7/7/23
6.	Probation Specialist	6/13/23	7/7/23
7.	Maintenance Manager, Zone 7	6/15/23	7/11/23
8.	Deputy Director, Behavioral Health	6/16/23	7/10/23
9.	Eligibility Services Technician I	6/16/23	7/11/23
10.	Secretary I	6/16/23	7/10/23

**3. Re-Open Continuous Exams**

	Classification Title	Reopen Date	Last Day to File
11.	Adult Protective Services Worker II	6/14/23	7/7/23

**4. Terminate Eligible Lists**

	Classification Title	Exam #	Terminate On
12.	Senior Project Manager, GSA	22-9701-01	6/16/23

**IV. CONSENT MATTERS** **APPROVED**

**5. Reinstate Eligible Lists**

Classification Title	Exam #	Terminate On
13. Janitor Supervisor II	22-7423-01	12/18/23
14. Senior Investigator, Public Defender's Office	21-8581-01	8/31/23

**6. Extended Eligible Lists**

Classification Title	Exam #	Terminate On
15. Senior Clinical Pharmacist, Alameda County Behavioral Health	22-5645-01	10/10/23

**7. Miscellaneous**

**a) Cancel Exam**

Classification Title	Exam #	Effective
16. Sheriff's Office Pilot – Services-As-Needed	21-8561N-01	12/7/21

**b) Change Exam from Open Assembled to Open Continuous**

Classification Title	Exam #	Effective
17. Juvenile Institutional Officer	23-6216-01	3/3/23

**c) Extend the Last Day for Filing**

Classification Title	Exam #	From	To
18. Water Conservation Coordinator, Zone 7	23-4940-01	6/5/23	6/30/23

**G. Eligible Lists.**

Recommend approving the following:

**Create, approve, and order to promulgate the following:**

Classification Title	Exam #
1. Administrative Legal Secretary	22-1226-01
2. Assistant Director, Finance and Contracts, Probation Department	23-6074-01
3. Departmental Human Resources Manager (Promotional)	22-0462-01
4. Financial Services Specialist I	22-0213-01
5. Firefighter Lateral - EMT	23-8221-01
6. Firefighter Lateral - Paramedic	23-8222-01
7. Painter	23-9240-01

**IV. CONSENT MATTERS** **APPROVED**

**H. Classification Recommendations.**

Recommend approving the following:

**Allocate Positions**

# of Pos.	To	Control #
<b>• County Counsel</b>		
1	1. 3230 – Deputy County Counsel	23-41570
1	2. 3240 – Senior Deputy County Counsel	23-41571
1	3. 1583 – Civil Paralegal	23-41572
1	4. 1090 – Retired Annuitant I	23-41573
1	5. 1242 – Civil Legal Secretary	23-41574
1	6. 1125 – Payroll Records Clerk	23-41575
1	7. 1583 – Civil Paralegal	23-41624

**Reclassify Positions**

# of Pos.	From	To	Control #
<b>• Health Care Services Agency</b>			
1	1. 1142 – Administrative Assistant	0219 – Administrative Specialist II	23-41418
1	2. 0308 – Supervising Program Specialist (Children Advocacy at Risk)	6188 – Court Appointed Special Advocates (CASA) Program Administrator	21-41428 <b>23-41428</b>
1	3. 0305 - Program Specialist (Adult Clinical Specialty)	6492 - Mental Health Specialist III	23-41620
<b>• Public Defender’s Office</b>			
1	1. 3105 – Dependency Attorney	3125 – Deputy Public Defender	23-41635
1	2. 3105 – Dependency Attorney	3125 – Deputy Public Defender	23-41636
1	3. 3105 – Dependency Attorney	3125 – Deputy Public Defender	23-41637
<b>• Sheriff’s Office</b>			
1	1. 8617 – Sergeant	8620 – Lieutenant	23-41469
<b>• Social Services Agency</b>			
1	1. 1133 - Support Services Specialist	0305 - Program Specialist	23-41659

**Specialty Designations** **None**

**Classification Specifications**

**Revised**

Adopt the revised classification specification(s) noted below and submit recommendation to the Board of Supervisors (“BOS”) to approve the action of the CSC:

Job Code	Classification Title	Unit
5085	1. Division Director, Public Health	ACMEA
0137	2. Treasurer-Tax Collector Administrator	Unrepresented – Management

**Revised and Retitled**

Adopt the revised and retitled classification specification(s) noted below and submit recommendation to the BOS to approve the action of the CSC:

Job Code	Classification Title	Unit
6798	3. Program Development Manager	ACMEA

**IV. CONSENT MATTERS**

**APPROVED**

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

DocuSigned by:

*Sam GEE*

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**SAM GEE**, Interim Secretary to Civil Service Commission